

APPLICATION INSTRUCTIONS

1. **MARINER'S CERTIFICATION.** Applicants requesting an original (first issue) license, or Merchant Mariner's Document must complete Sections I, II, III, IV, VI, VII and IX of the application form. All applicants for an original mariner's credential must also execute the oath(s) contained in Section VII. If an original license and MMD are issued at the same time, the applicant must take BOTH oaths. The oath(s) may be administered by the issuing officer or a notary public.
2. **DUPLICATE MARINER'S CREDENTIALS AND CERTIFICATES OF DISCHARGE.** Applicants must complete Sections I, II, V, VI, the certification contained in Section VII, and section IX. A fee of \$10.00 is required for duplicate discharges.
3. **RENEWAL, SUPPLEMENTAL, RAISE IN GRADE, ENDORSEMENT AND EXCHANGE/REPLACEMENT OF MARINER'S CREDENTIALS.** Applicants must complete Sections I, II, III VI, the certification in Section VII and Section IX. If for citizenship change, the applicant must also complete blocks 26-28 of Section III.
4. All original supporting documentation submitted with this application will be returned to the applicant.

PRIVACY ACT STATEMENT

IN ACCORDANCE WITH 5 USC 552a(e), THE FOLLOWING INFORMATION IS PROVIDED TO YOU WHEN SUPPLYING PERSONAL INFORMATION TO THE U.S. COAST GUARD.

1. AUTHORITY WHICH AUTHORIZED THE SOLICITATION OF THE INFORMATION
 - A. 46 USC 7101, 7302, 7305, 7314, 7316, 7319 and 7502
 - B. SEE 46 CFR PARTS 10 AND 12
2. PRINCIPLE PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED.
 - A. TO ESTABLISH ELIGIBILITY FOR A MERCHANT MARINER'S DOCUMENT, DUPLICATE DOCUMENTS OR ADDITIONAL, ENDORSEMENTS ISSUED BY THE COAST GUARD.
 - B. TO ESTABLISH AND MAINTAIN A CONTINUOUS RECORD OF THE PERSON'S DOCUMENTATION TRANSACTIONS.
 - C. PART OF THE INFORMATION IS TRANSFERRED TO A FILE MANAGEMENT COMPUTER SYSTEM FOR A PERMANENT RECORD.
3. THE ROUTINE USES WHICH MAY BE MADE OF THE INFORMATION
 - A. TO MAINTAIN THE RECORDS REQUIRED BY 46 USC 7319 AND 7502.
 - B. TO ENABLE ELIGIBLE PARTIES (i.e. the seaman, heirs or properly designated representative) TO OBTAIN INFORMATION CONCERNING DOCUMENTATION TRANSACTION.
 - C. TO PROVIDE INFORMATION TO THE U.S. MARITIME ADMINISTRATION FOR USE IN DEVELOPING MANPOWER STUDIES, TRAINING BUDGET NEEDS, AND MANNING THE READY RESERVE FLEET IN A NATIONAL EMERGENCY OR SEALIFT CRISIS.
 - D. TO DEVELOP INFORMATION AT THE REQUEST OF COMMITTEES OF THE CONGRESS.
 - E. TO PROJECT BILLET ASSIGNMENTS AT COAST GUARD MARINE INSPECTION/SAFETY OFFICES.
 - F. TO PROVIDE INFORMATION TO LAW ENFORCEMENT AGENCIES FOR CRIMINAL OR CIVIL LAW ENFORCEMENT PURPOSES.
 - G. TO AUTHORIZE THE NDR, THROUGH A DESIGNATED STATE DEPARTMENT OF MOTOR VEHICLES, TO FURNISH THE USCG INFORMATION PERTAINING TO YOUR DRIVING RECORD.
4. THE DRIVING RECORD INFORMATION THE USCG RECEIVES FROM THE NDR WILL BE MATCHED WITH INFORMATION YOU PROVIDED ON THE CHARACTER PART OF YOUR APPLICATION. THE NDR IDENTIFIES ONLY PROBABLE MATCHES WHICH REQUIRE INQUIRY TO THE STATE OF RECORD FOR VERIFICATION. YOU HAVE THE RIGHT TO REQUEST RECORDS REGARDING YOURSELF FROM THE NDR TO VERIFY ACCURACY.
5. WHETHER OR NOT DISCLOSURE OF SUCH INFORMATION IS MANDATORY OR VOLUNTARY (Required by law or option) AND THE EFFECTS ON THE INDIVIDUAL, IF ANY, OR OF NOT PROVIDING ALL OR PART OF THE REQUESTED INFORMATION: DISCLOSURE OF THIS INFORMATION IS VOLUNTARY, BUT FAILURE TO PROVIDE MAY RESULT IN NON-ISSUANCE OF THE REQUESTED DOCUMENT(S).

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| DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD TEST ELECTRONIC VERSION | APPLICATION FOR LICENSE AS OFFICER, STAFF OFFICER, OPERATOR, AND MERCHANT MARINER'S DOCUMENT | 1. PORT (REC) |
| SECTION I. MARINER'S CREDENTIALS APPLICATION | | |
| 2. NAME (LAST) (FIRST) (MIDDLE) | | |
| 3. ADDRESS | 4. DATE OF APPLICATION | 5. SSN |
| | 6. DATE OF BIRTH | |
| | 7. PLACE OF BIRTH | |
| 8. CITIZENSHIP | | 9. TELEPHONE NUMBER |
| 10. TYPE OF TRANSACTION (CHECK APPROPRIATE BOXES) | | 10B. MMD NUMBER |
| <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> LICENSE <input type="checkbox"/> MERCHANT MARINER DOCUMENT <input type="checkbox"/> CONTINUOUS DISCHARGE BOOK <input type="checkbox"/> DISCHARGES </div> <div> ORIGINAL <input type="checkbox"/> </div> <div> RENEWAL <input type="checkbox"/> </div> <div> DUPLICATE <input type="checkbox"/> </div> <div> ENDORSEMENT <input type="checkbox"/> </div> <div> SUPPLEMENTAL <input type="checkbox"/> </div> <div> REPLACEMENT <input type="checkbox"/> </div> <div> EXCHANGE <input type="checkbox"/> </div> </div> | | (CG USE ONLY) 10C. MMD NUMBER |
| | | (CG USE ONLY) |
| 11. TYPE OF LICENSE OR MERCHANT MARINER DOCUMENT APPLYING FOR: | | |
| 12. HAIR COLOR | 13. EYE COLOR | 14. WEIGHT |
| | | 15. HEIGHT IN INCHES |
| 16. COMPLEXION | | |
| 17. NAME AND ADDRESS OF NEXT OF KIN | | 18. RELATIONSHIP |
| | | 19. PARENT CONSENT FOR MMD (UNDER 18) <input type="checkbox"/> YES (ATTACHED) <input type="checkbox"/> NO |
| SECTION II. PRESENT OR PREVIOUS MMD/LICENSE HISTORY | | |
| 20. DESCRIPTION OF LICENSE OR MMD | 21. PLACE OF ISSUE (CG OFFICE) | 22. DATE OF ISSUE |
| | | 23. LICENSE SERIAL NO./MMD NO. |
| | | |
| 24. YES NO | INDICATE ANSWER BY PLACING INITIALS IN PROPER COLUMN. | |
| | HAS ANY COAST GUARD DOCUMENT OR LICENSE HELD BY YOU EVER BEEN REVOKED, SUSPENDED OR VOLUNTARILY SURRENDERED? (IF YES, ATTACH STATEMENT) | |
| 25. RECORD OF QUALIFYING SERVICE/TRAINING (IF APPLICABLE. CHECK APPROPRIATE BOXES) | | |
| <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> MERCHANT MARINE SEA SERVICE DISCHARGE(S) <input type="checkbox"/> LETTER(S) OF SEA SERVICE </div> <div> <input type="checkbox"/> MILITARY SEA SERVICE-TRANSCRIPT OF HISTORY OF ASSIGNMENTS <input type="checkbox"/> COMPLETION OF CG APPROVED SCHOOL/COURSE CERTIFICATE(S) </div> </div> | | |
| SECTION III. U.S. CITIZENSHIP AND MILITARY RECORD (FOR ORIGINAL LICENSES, AND U.S. MMD ONLY) | | |
| 26. PROOF OF U.S. CITIZENSHIP SUBMITTED (CG USE ONLY) | | |
| 27. INDICATE STATE IF NATURALIZED BY COURT | | 28. DATE NATURALIZED |
| 29. HAVE YOU EVER SERVED IN THE U S ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO | | 30. DATE ENTERED |
| | | 31. DATE SEPARATED |
| 32. SERVICE NUMBER | 33. FULL NAME (IF DIFFERENT FROM BLOCK 2) | 34. BRANCH OF SERVICE |
| | | 35. TYPE OF DISCHARGE |
| SECTION IV. CHARACTER REFERENCES (FOR ORIGINAL LICENSES ONLY) | | |
| 36. THREE NOTARIZED LETTERS OF REFERENCE/RECOMMENDATION THAT INCLUDE THE ORIGINATOR'S NAME, ADDRESS, TELEPHONE NUMBER AND OCCUPATION ARE ATTACHED. <input type="checkbox"/> YES (ATTACHED) <input type="checkbox"/> NO | | |
| SECTION V. REQUEST FOR DUPLICATE LICENSE, MMD, OR CD (LIST INFORMATION ON LOST LICENSE/MMD) | | |
| 37. LICENSE SERIAL NUMBER | 38. DATE AND PLACE LICENSE ISSUED | |
| | | |
| 39. MMD NUMBER | 40. DATE AND PLACE MMD ISSUED | |
| | | |
| 41. <input type="checkbox"/> CERTIFICATES OF DISCHARGE (IF REQUEST IS FOR ALL DISCHARGES, SPECIFY OR ATTACH LIST OF VESSELS AND DATES OF SERVICE) | | |
| 42. SIGNED STATEMENT ATTACHED EXPLAINING THE PARTICULARS OF HOW, WHEN AND WHERE THE CREDENTIALS WERE LOST/STOLEN AND APPLICANT'S EFFORT TO RECOVER THEM. <input type="checkbox"/> YES (ATTACHED) <input type="checkbox"/> NO | | |

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| DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD | | APPLICATION FOR LICENSE OFFICER, STAFF OFFICER OPERATOR, AND MERCHANT MARINER'S DOCUMENT | | |
| SECTION VI. NARCOTICS , DWI / DUI AND CONVICTIONS RECORD | | | | |
| YES (INITIALS) | NO (INITIALS) | INDICATE ANSWER BY PLACING YOUR INITIALS IN PROPER COLUMN. | | |
| | | Have you ever been convicted of violating a dangerous drug law of the United States, District of Columbia, or of any state or territory of the United States (including marijuana)? (If yes, attach statement) | | |
| | | Have you ever been a user of/or been addicted to a dangerous drug? (including marijuana) (If yes, attach statement.) | | |
| | | Have you ever - been convicted by any court-including military court - for an offense other than a minor traffic violation? (Conviction means found guilty by judgment or by plea and includes cases of deferred adjudication (nolo contendere, adjudication withheld, etc.) or where the court required you to attend classes, make contributions of time or money, receive treatment, submit to any manner of probation or supervision, or forgo appeal of a trial court finding. Expunged convictions must be reported unless the expungement was based upon a showing that the court's earlier conviction was in error.) (If yes, attach statement.) | | |
| | | Have you ever been convicted of a traffic violation arising in connection with a fatal traffic accident, reckless driving or racing on the highway while under the influence of, or impaired by, alcohol or a controlled substance? (If yes, attach statement.) | | |
| | | Have you had a driver's license revoked or suspended for refusing to submit to an alcohol or drug test? (If yes, attach statement) | | |
| | | Have you ever been given a Coast Guard letter of warning or been assessed a civil penalty for violation of maritime or environmental regulations? (If yes, attach statement.) | | |
| SECTION VII. CERTIFICATION AND OATH - IMPORTANT - READ BEFORE SIGNING | | | | |
| Whoever in any matter within the jurisdiction of any department or agency of the U.S. knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statement or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 under this title or imprisoned not more than 5 years, or both (18 USC 1001) | | | | |
| I CERTIFY that the information on this application is true and correct and that I have not submitted an application of any type to the Officer in Charge, Marine Inspection in any port and been rejected or denied within 12 months of this application. | | | | 43. SIGNATURE OF APPLICANT |
| 44. DATE APPROVED (CG USE ONLY) | 45. SIGNATURE OF VERIFYING OFFICIAL (CG USE ONLY) | | 46. PORT OF (CG USE ONLY) | |
| OATH FOR LICENSE (To be completed when original license is received) | | | | |
| I do solemnly swear (or affirm) that I am a citizen of the United States and that I will faithfully and honestly, according to my best skill and judgment, and without concelement or reservation, perform all the duties required of me by the laws of the United States. I agree to have a through physical examination each year if I act as a pilot under the authority of the License being issued. | | | | 47. DATE OATH ADMINISTERED (CG USE ONLY) |
| 48. SIGNATURE OF LICENSEE | | 49. SIGNATURE AND TITLE OF WITNESSING OFFICIAL (CG USE ONLY) | | |
| OATH FOR MERCHANT MARINER'S DOCUMENT ONLY (To be administered when original MMD is received) | | | | |
| I HEREBY SWEAR (or affirm) that I will faithfully and honestly perform all duties required of me by law and carry out the lawful orders of my superior officers on shipboard. | | | | 50. DATE OATH ADMINISTERED (CG USE ONLY) |
| 51. SIGNATURE OF MARINER | | 52. SIGNATURE AND TITLE OF WITNESSING OFFICIAL (CG USE ONLY) | | |
| SECTION VIII. LICENSE / MMD ISSUED (FOR REC USE ONLY) | | | | |
| LICENSE/ENDORSEMENTS AND DOCUMENTS RATINGS ISSUED | | | | |
| <input type="checkbox"/> DUPLICATE DISCHARGES ISSUED TO APPLICANT | | | | |
| DATE | SIGNATURE OF ISSUING OFFICIAL | | PORT OF | |
| FOR NATIONAL MARITIME CENTER USE ONLY (DUPLICATE TRANSACTIONS) | | | | |
| NAME ON RECORD (LAST, FIRST, MI) | | DUPLICATE NO. | SOCIAL SECURITY NUMBER | DATE NATURALIZED |
| CITIZENSHIP | DATE OF BIRTH | PLACE OF BIRTH | COLLECT ADDITIONAL FEE OF: | |
| RATINGS / ENDORSEMENTS AUTHORIZED | | | | |

APPLICATION FOR LICENSE AS OFFICER OPERATOR OR
STAFF OFFICER AND MERCHANT MARINER'S DOCUMENT

SECTION IX. MARINER CONSENTS

NATIONAL DRIVERS REGISTRY - I authorize the National Driver's Registry (NDR), through a designated State Department of Motor Vehicles to furnish to the U.S. Coast Guard (USCG) information pertaining to my driving record. This consent constitutes authorization for a single access to the information contained in the NDR to verify information provided in this application. I understand the Coast Guard will make the information received from the NDR available to me for review and written comment prior to taking any action against my license, or U.S. Merchant Mariner's Document.
Authority: 46 USC 71 01(g) and 46 USC 7302(c).

SIGNATURE OF APPLICANT _____ DATE _____

MARINER'S TRACKING

I consent to voluntary participation in the Mariner's Tracking System to be used by the Maritime Administration (MARAD) In the event of a national emergency or sealift crisis. In such an emergency situation, MARAD would disseminate your contact information to an appropriate maritime employment office to determine your availability for possible employment on a sealift vessel. This is not a reserve program nor does it guarantee call-up for employment. This authorization maybe revoked at any time by contacting a U.S. Coast Guard Regional Examination Center.

SIGNATURE OF APPLICANT _____ DATE _____